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7 February 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 31 January - 7 February 1956

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1. Basic Supervision. Basic Supervision #14 ended on 3 February with the original 18 students completing the course. This was the first time that the Basic Management and the Basic Supervision courses were run at the same time. We were able to present the two courses simultaneously because of these factors: [] gave lectures and other assistance in both courses; [] planned schedules together to make the sessions dovetail; extra books were bought for these particular presentations; the extra class space and storage facilities secured through [] in Room 130, [] though not ideal were adequate for our needs. The most difficult part of these arrangements was the planning of each course schedule between two Chief Instructors so as to fit together the use of resources such as films, lecturers or sets of books without conflict, and at the same time to preserve the continuity and internal organization of each course.

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Basic Supervision #15 for GS-9 through GS-11 began on 6 February. Eighteen students (the course maximum) were scheduled, of whom one cancelled because of illness. Twelve Offices are represented in the group, one person from O/DCI, one from DD/P, 7 from DD/S, and 8 from DD/I.

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I have tried to smooth this matter over, I hope with some success MFR

[] FI Training Liaison Officer, has expressed dissatisfaction with the allocation of slots in the current course to FI/RI. This is the first Supervision Course for GS-11 and below in which FI/RI has no students. The omission is due in part to the TLO's own error in not reporting nominations for the course to the Registrar in time, partly to the number of students (we could accommodate fewer than half the nominations for the present running), and partly to a breakdown of communication between the Registrar and the TLO. [] spent a great deal of time on the telephone this past week in attempts to unscramble the situation. None of these was successful, and the TLO/FI still feels that OTR has acted unfairly.

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2. Basic Management. Basic Management #21 was completed 3 February for 20 students, GS-12 - GS-14. All the 20 who were originally enrolled completed the course.

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3. ORR Management Conference. Final briefing for the participants in the Conference (the number not to exceed 17, including [] the Conference leader) is scheduled for 1500 hours 21 February. Mr. Gates will conduct the briefing on []

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4. Personnel. We are working on a plan for [] to take a short full-time course in management and/or supervision this coming summer. Such external training is forecast in her five-year Career Plan. Among the

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institutions whose courses in this field warrent consideration are Stanford,
Cernell, Harvard, and Columbia.



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